REQUEST FOR PROPOSAL
COMPUTER SOFTWARE PROGRAMMING SERVICES

This Request for Proposals (ñRFPò) is issued in accordance with the requirements of Section 41-16-72(4), Code of Alabama (1975). This RFP is not an offer to contract but seeks the submission of proposals from qualified, professional respondents that may form the basis for negotiation of a contract or agreement. The *Alabama Emergency Management Agency reserves the right to reject any or all proposals and to solicit additional proposals if that is determined to be in the best interests of the State of Alabama.*

Current System Description

The mission statement of the Alabama Emergency Management Agency (AEMA) is ñAlabamaôs coordinating agency for disaster preparedness, response and recovery.ò AEMA utilizes itôs Emergency Management Information Tracking System (EMITS) to achieve our mission.

Prior to EMITS, AEMA utilized Specialized Disaster Systems, Inc. (SDS) Emergency Manager 2000 (EM-2000) Software. EM-2000 changed hands a couple of times and In 2004, BizCom (owners of the software) decided that they were no longer going to support it and gave AEMA permission to use the EM-2000 Source Code to do with as they wished. EM-2000 was originally copyrighted in 1996 and was developed using Lotus Notes Domino Technology. AEMA has operated using EM2000/EMITS for the past fifteen years. We have been through 39 federally declared disasters, which were all managed using EM2000/EMITS. The system is installed in all of the 67 County EMA offices and the Poarch Creek Indian Reservation. AEMA has had a great deal of success with the EM2000 Suite of Databases that was built using IBM Lotus Notes / Domino Technology.

In 2006, we revamped the main database Incident Manager (Tracker), added the Locations Database (Locator), repaired the email system, upgraded the Lotus Domino Server to version 7, and changed the name from EM2000 to EMITS. We are currently at version 5 of the lotus notes client and version 7 of the Domino server. Version 8.5 of Lotus Notes and Domino Server was released this year and offers an array of added technological benefits.

Some of the issues and complaints that we hear about the current system are:

It's slow

Can we get to it over the web?

My wheel on the mouse won't roll.

How do I get the data out of it?

Can we give users permissions to this, but not this?

Can you turn this part of the database off, but leave this part on?

Can you make the system show up on my system?

Can I see it on my blackberry?

Goal: The objectives of this project are to web enable the entire EMITS application, upgrade the system to the latest Lotus Notes and Domino platform (8.5), remove all unnecessary code, implement current AEMA business rules and procedures across the application, make the system more interoperable with other systems, update and automate the Administration process.

DEVELOPMENT REQUIREMENTS

Line Item 1 - EMITS Suite of Databases

- Must maintain the existing functionality and any modifications listed in this document
- Must web enable the existing functionality and any modifications that are outlined in this document
- Must be able to display EMITS data on our Agency/County/EMC Intranets utilizing read only views of the data

- Must be accessible from a single secure web front end page that provides links to all databases (EMITS Front End Database- Listed Below)
- All of the existing links between the databases must remain functional and should be repaired when necessary
- Must have the capability to provide the data in web services and or persistent data feeds in a secure manner to make the EMITS system more interoperable
- Must have an automated process to export all data by: database, form, and view of all documents with and without children documents and or attachments, view of selected documents with and without children documents, into .xls, .doc, xlsx, docx, txt, csv, rss 2.0, and Microsoft SQL
- Must have an automated process to export all data that contains geographically referenced data by: database, form, and or view of all documents with and without children documents and or attachments, view of selected documents with and without children documents and or attachments, into .xls, .doc, xlsx, docx, txt, csv, rss 2.0, georss simple, georss gml, and Microsoft SQL.
- Must have a unique identifier for each document
- Must have an automated archive by calendar year procedure in place for all databases
- For all forms used in the databases there should be an excel template that can be downloaded and distributed to be used to import data into respective database and ensure that no duplicate entries have been added as a result of the import
- Must have a standard electronic form that can be used to collect data from users outside of the system and then ingested into the system without data duplication
- Must upgrade all code to the latest version of Lotus Notes/ Domino

- Must clearly and thoroughly document all code in a manner so that the customized application can be maintained and supported by any lotus notes developer
- Must remove all unnecessary code after ensuring that the code is not necessary
- Must maintain the existing LIVE and DEMO functionality
- Remove all legacy EM2000 TM and replace with EMITS TM
- Must provide a method for users to create their own unique queries and save results in the format of their choice
- Integrate EMITS Web into the AEMA Intranets
  - Agency
  - County
  - EMC
  - EMC Support Agency
  - Legislative
- Ensure that the ñGo toò Button in all databases is working and provides a link to all EMITS databases
- Must Update all About Database and Using Database Documents
- Must Provide the ability to output the data into SQL with an Agent
- Must be able to pull data lookups from one database into another
- Developer (Contractor) must work in conjunction with our web developer(s) and our website goals
- The mouse wheel must function properly in all EMITS Databases
- Create a new Online Help guide for the EMITS Suite of Databases

DATABASE MODIFICATIONS

Line Item 2 - EMITS Document Numbering

- Update the EMITS Document Numbering Database Administration Piece so that it includes the administration of all new features added as a result of this project
- Assistance replacing existing Logo
- Replace EM2000 with EMITS

Line Item 3 - EMITS Incident Management

- Update the EMITS Incident Management Database Administration Piece so that it includes the administration of all new features added as a result of this project
    - The Administrator Portion of the db should include a way to select the Activation level (level determines who should be on EOC floor, need the ability to add appropriate positions by lotus id to the activation level), number of Operational Periods (1-3), For each operational period administrator should be able to select the hours not exceed 24 hours for a day; by Incident Activation
- Assistance replacing existing Logo
- Update ICS Forms Module
    - Update ICS Forms to the latest FEMA ICS Standardized Forms
        - AEMA reserves the right to stray from the established standards when it is necessary to meet AEMA business needs ï special instructions will be provided as necessary
    - The ICS 203, Organization Assignment List, specifics will be provided by AEMA Director/ Deputy Director of Operations when necessary
        - The ICS Form 203 should be used to auto fill the other ICS forms by common fields upon creation of ICS form in relation to the operational

period (should coincide with the Operational Period established in the Administrator piece for respective Incident) and date

- Add Damage Form and Report functionality to include the ability to attach a document to damage report form
- Automation of Situation Reports
    - Each position (notes id) on the EOC floor has specific inputs into branch report
    - Branch reports automatically build Situation Reports Draft
    - ESF-5 uses the Situation Report Draft to build final Situation Report
        - Each Operational Period requires a Situation Report
            - Each user on the EOC floor dependant on Activation Level should automatically have their report assigned to them each operational period
    - Modifications to Call Down module, which is linked to the Incident Planner Database
- Create a Shift Change Form By Branch
- Repair the Assigned to Me function
    - Is currently being handled in the Administration Piece, need to add the ability to view assigned to me for the user, this may need to be done by groups with the id files added to the appropriate groups
- Add a drop down that list for the State Approving Authority where the contents of who is listed in controlled from the Administration Piece of the of the database
- Add the ability to add an attachment to a Task Action Update and a comment

Line Item 4- EMITS Contact Manager

- Update the EMITS Incident Contact Manager Database Administration Piece so that it includes the administration of all new features added as a result of this project
- Assistance replacing existing Logo
- Need the ability to add users to an organization and not store the details of the organization in the person document (this is how the database currently works)
  - The person should be connected to the organization
  - Should be able to query organization and see all people tied to the organization, while maintaining the existing functionality
- Need the ability to add user type ñDuty Officerò to organization that can be pulled into the EMITS Incident Planner Database to be used in the EMITS Incident Management Database call down module
- View to sort EMCôs by Discipline (Branch)
- If possible tie this database to our call down system, which has a Microsoft SQL Server backend

Line Item 5 - EMITS Locations

- Create Administrator Piece for the Locations database that will allow Select users to modify the way the database fields and drop downs are displayed (similar to the Administrator Piece that is in the EMITS Incident Management & EMITS Contact Manager DB)
  - The Activation Level, and number of shifts, operational level that are in the EMITS Incident Database should control these fields in this database as well)

    - Should contain specific settings for Reports that will be automatically created, such as frequency, data, format, location reports will be saved
- Assistance replacing existing Logo
- Create an automated process that creates/generates reports and saves them to a report view or folder based on the Level of Activation for each type of the location types in the database (DRCôs, Generators, Logistical, and Shelters)
    - Report specifics will be provided when necessary
- All of these documents have geospatial reference fields, must have the ability to output this data into a format that ESRI software can utilize: By All in a view, By Selections from a view, By individual document, or By Query Result Set
- Modifications to the Generator Module that will allow any location type to add a Generator that will be accessible from all generator views as well as all location specific views
- A way to track or log the history of all changes to a document by user
- A way to move locations into a active or inactive status (open and closed is something different)
- A method to check to see if a location already exists in the on save event of new locations
    - If something similar is found a flag would be thrown to notify user that something similar was found and user would have to decide if they still wanted to save
- Fix the database so that Users with read only access no longer receive an error when viewing documents (error due to the New Location process)

- Must generate a Incident Management Database ñGeneral Messageò whenever a Location is opened, upon closing the location the General Message should automatically be updated with a Location Closed ñTask Action Updateò with a time and date stamp

Line Item 6 - EM2000 Checklists

- Update the EM2000 Checklists Database Administration Piece so that it includes the administration of all new features added as a result of this project
- Assistance replacing existing Logo
- Replace EM2000 with EMITS
- Establish Groups that can create Checklists for their discipline or function only
  - Group permissions tied to user id

Line Item 7 - EMITS Logistics Manager

- Update the EMITS Logistics Manager Database Administration Piece so that it includes the administration of all new features added as a result of this project
- Assistance replacing existing Logo
- Add additional Resource Type ï Commodity
  - Under Commodity add the following keywords: Water, Ice, Meals, Tarps, Blankets, Pillows, Cots
- Under Equipment Category Drop-Down add ñPortable Powerò
- Under Equipment Category add ñEachò
- On Item Details add Location Detail including Latitude and Longitude
- On Deployment Page add deployment location including latitude and longitude
- On personnel deployment page add a provision to return personnel from deployment

- In Requisition Portion
    - Add by Resource Type: Commodities/Type; Commodities/Location; Commodities # Available
- The ability to perform continuing calculations, calculate on hand quantities by subtracting deployed resources from initial quantities to leave an on-hand quantity
- All of these documents have geospatial reference fields, must have the ability to output this data into a format that ESRI software can utilize: By All in a view, By Selections from a view, By individual document, or By Query Result Set
- Make the database so that Counties can add their resources to the database
    - Create appropriate forms and views

Line Item 8 - EMITS Incident Planner

- Update the EMITS Incident Planner Database Administration Piece so that it includes the administration of all new features added as a result of this project
- Assistance replacing existing Logo
- Modifications to the Call down Lists tab
    - Work has begun in the Demo database in this area
    - Currently the user can add existing contacts from the EMITS Contact Manager; the user also needs to be able to add the new Contact Type of ñDuty Officerò
- Remove all references to EM2000 and replace with EMITS

Line Item 9 - EMITS Front End

- Update the EMITS Front End Database Administration Piece so that it includes the administration of all new features added as a result of this project
- Replace EM2000 with EMITS

- Assistance replacing existing Logo
- Change the Customize EM2000 link to Customize EMITS
- Revamp the Set Front End Options module so that it works with the new design (Work with AEMA Staff to understand how they want this work)
  - Global Settings Link ï If any new global settings need to be added as a result of this project ensure that they are also added in this administration piece
  - Add all new databases and administration links to the Front End
- Examine the Edit Off-Line Setup Link and explain its purpose to AEMA Staff
  - AEMA staff will determine if this is a capability that they would like to keep
    - If they decide to keep this capability, make modifications to fit their business needs
- Examine the Existing code for the Administrative Setup and explain its purpose to AEMA IT Staff
  - AEMA Staff will determine if there is a need to revamp this capability
    - If they decide to keep this capability, make modifications to fit their business needs
- Examine the existing Edit Ticker Messages Link and explain how it works to AEMA IT Staff
  - AEMA staff will determine if this is a capability that they would like to keep
    - If they decide to keep this capability, make modifications to fit their business needs
- Restructure links and page according to AEMA directives

Line Item 10 - EMITS Reporter

- Update the EMITS Reporter Administration Piece so that it includes the administration of all new features added as a result of this project
- Replace EM2000 with EMITS
- Assistance replacing existing Logo
- There are currently eighteen reports. These reports need to be modified to meet the AEMA business rules. This is part of the same reporting capabilities that are referenced in the EMITS Incident Management Database modification requirements. Some of these reports can be automatically filled in based on data from other databases in the EMITS Suite of Databases.

Line Item 11 - EM2000 IAP

- Update the EM2000 IAP Database Administration Piece so that it includes the administration of all new features added as a result of this project
- Assistance replacing existing Logo
- Replace EM2000 with EMITS

Line Item 12 - EMITS Damage Assessment

- Update the EMITS Damage Assessment Database Administration Piece so that it includes the administration of all new features added as a result of this project
- Assistance replacing existing Logo
- Replace EM2000 with EMITS

Line Item 13 - EMITS Closure Status

- Update the EMITS Closure Status Database Administration Piece so that it includes the administration of all new features added as a result of this project

- Assistance replacing existing Logo
- Replace EM2000 with EMITS
- Assistance pulling in RSS feeds from ALDOT to populate the Road Closure database
- Add a County drop-down list that will allow counties to input their Road Closures/ make sure that Road Closures added by the County do not add the same closure twice

Line Item 14 - EMITS Weather Status

- Update the EMITS Weather Status Database Administration Piece so that it includes the administration of all new features added as a result of this project
- Assistance replacing existing Logo
- Replace EM2000 with EMITS
- Assistance pulling in RSS feeds from National Weather Service to populate the Weather Status database
- The ability for the Comm Room to create a Weather Incident in the EMITS Incident Database from the National Weather Service Feed

New Database Design

Line Item 15 - Historical Records Database

- This database should be used to store State and Federally declared disasters in Alabama
    - Database will be built for EMA personnel to input data that will be displayed on a public website
        - Anonymous access to database
        - Editor access for EMA content adders
    - Modeled after FEMA site, http://www.fema.gov/news/disasters.fema

- Instead of a state drop down would include county drop down and disaster type
- Specific Details will be provided by AEMA staff

ADMINISTRATION CHANGE REQUIREMENTS

Line Item 16 - Assistance Defining Needs by Role

System Administration

Administrators should be able to:

Create new users and add them to predefined roles

Roles, groups and users to be defined during the development/ revamp phase

Recertify users by Group, rather than individually

View all users ï names and passwords in a common place that can be accessed via the intranet

Re-evaluate our Hierarchical Naming Scheme

Assist with implementation of new Naming Scheme if necessary

Implement ID Vault Feature for existing Notes ID files

Developers

Database Templates should be implanted properly with the ability for developers to design and test from template dbŝ and push the changes out once they have completed their work

Templates should work in both Live and Demo

Access

- No Access
- Depositor
- Reader
- Author
- Editor
- Designer
- Manager

Roles

- Add Incident
- Assigner
- EOC Manager
- Edit Location
- New Location
- GIS
- Create new Roles where applicable

Groups/Roles

- Agency/ EOC Groups/EMC's
  - Directions and Control POD
  - ESF-5
  - Emergency Services Branch
  - Human Services Branch
  - Infrastructure and Support Branch
  - Operations and Support Branch

Logistics Support Branch

EMAC

Military

Recovery

PA

IA

Mitigation

Method for tying agency employeeôs daily job to their Activation Job

ESF-2

IT personnel

Regional Trucks

County Groups

Broken down into Region

The ability to hide county specific data if county wants to hide their data

EMC Read Only Web Access

Field Coordinators

Assistance setting up the second server for redundancy

Include a guide for basic administration of both servers

Evaluate the option of using the global address book instead of the EMITS Contact Database

Would this still allow us to use the contacts the same way we use them in the EMITS Suite of Databases

Advantages and Disadvantages

<u>Change Requirements</u>. AEMA reserves the right to modify the number and type of change requirements requested in this RFP in accordance to the established cost list in the submitted proposal and based on availability of funds.

<u>Title</u>. Title to and ownership of all portions of the EMITS and EM2000 computer programs in machine readable object code and source code and any subsequent updates created, programmed, or incorporated into EMITS or EM2000 by the Respondent shall at all times remain with AEMA, and Respondent shall not have any title or ownership interest therein.

<u>Site Visits</u>. Prior to the submission of proposals and upon request, AEMA will arrange an inspection of the EMITS system described in this RFP. We have attached a copy of the current EMITS capabilities as Exhibit A to this RFP. Knowledgeable representatives will be available to answer questions about the operation of EMITS. To make arrangements for inspection of EMITS, please contact the following person by ***September 10, 2009.***

Ginger Boling (205) 280-2403

ginger.boling@ema.alabama.gov

QUALIFICATION REQUIREMENTS

The Respondent has a continuing obligation to disclose information throughout the RFP process should any qualifications or situations change that might render the Respondent as an unqualified candidate. It is the intent of AEMA to do business with Alabama firms that pay Alabama taxes and employ Alabama citizens. When all factors are equal, corporations located in Alabama will be given preference. The following are the minimum qualifications:

(a) The Respondent has been providing similar services as described in this RFP for five years.

(b) The Respondent will be qualified with the Secretary of State to conduct business in the State of Alabama, if selected. For more information, visit the Secretary of State website at <u>www.sos.alabama.gov</u> and click Corporations.

(c) The Respondent covenants that it will have no interest, direct or indirect, that will conflict in any manner or degree with the performance of its contract services. The Respondent further covenants that, in the performance of the contract, the Respondent shall employ no person having any such known interests.

(d) The Respondent has a policy and practice of equal employment opportunity and non-discrimination based on age, race, creed and/or gender.

(e) The Respondent attests that all workers providing the services described in this RFP are either citizens of the United States or are in proper and legal immigration status that authorizes them to be employed for pay within the United States.

In addition to the Minimum Qualifications, the successful firm must demonstrate specialized experience in the field of computer software programming. Preference will be given to those firms who have successfully provided similar services to the federal, state, or local governments. **The State of Alabama has the right to exercise any or all options according to its needs and**

available funding including but not limited rejecting a bid in excess of its funding for the Project.

Interested firms shall submit a proposal and Statements of Qualifications (SOQ) that include:

- The name of the firm, its principal place of business and office locations.
- General information on the firm and its experience.
- Provide details of any claims, disputes, litigation, SEC or state regulatory action, or other legal proceedings relating to your firm or individual personnel in the three preceding years.
- Provide details of any claims, disputes, litigation or other legal proceedings where your firm is involved with the State of Alabama or any of its agencies, or has been involved, in the three preceding years.
- Describe any activities in which you or your firm is engaged which may constitute a conflict of interest.
- A statement of the firmѕ qualifications as they apply to this project and including only those projects completed within the past five years.
- The names and contact information of five clients who may be contacted, including at least two for whom services were rendered during the proceeding year, at least on projects similar to this project.
- The proposed approach to conduct the work.
- The qualifications of proposed staff, including a description of their role and availability to work on the project. Provide a resume or brief description of each personѕ background.
- Identify the principal person or team who would be assigned to this project.
- Will the staff initially assigned to this project remain consistent until the project completion? If not, please provide additional information.
- **Rates, total project cost per line time listed above, and total project costs**

SELECTION CRITERIA:

All proposals timely received will be reviewed by the Selection Committee. The Committee will recommend proposals to AEMAѕ General Counsel that most closely meets the requirements of the RFP.

Discussions and/or Presentations. After the review and evaluation of the proposals, AEMAôs General Counsel or Committee may conduct interviews. Finalists chosen for interviews will be notified, if applicable. AEMAôs General Counsel reserves the right, in his sole discretion, to award a contract based upon the written proposals received without additional discussion or negotiations.

Selection. AEMAôs General Counsel will select the Respondent the General Counsel determines, in his sole discretion, to be fully qualified and best suited among those submitting proposals to fulfill the purposes of the RFP in a cost effective manner**.** The following will be used in making the selection.

1. Company experience and qualifications
2. Proposed project staffôs qualifications and experience
3. Previous relevant experience
4. Rates, total project cost per line item listed above, and total project costs
5. Outline of the project approach
6. References
7. Availability to commit adequate resources to provide timely response
8. Preferences will be given to vendors in accordance to § 41-16-20(b)(3), Code of Alabama 1975, as amended. Ala. Code Section 41-16-20(b)(3) provides a preference for companies organized for business under the laws of the state as a corporation, partnership or professional association and has maintained at least one retail outlet or service center for the product or service within the state for not less than one year prior to the Submission Deadline.

Pursuant to section 41-16-72(4), the State of Alabama reserves the right to accept or reject any or all proposals to this RFP and will select the winning proposal based on the criteria above.

REQUIRED INFORMATION.

Proposals should be as thorough and detailed as possible so that your capabilities to provide the required services can be properly evaluated.

To be considered, responses to this RFP must include: (1) brief transmittal letter, (2) Section B, Statement of Fees with total project cost; (3) Section C, Certification; and (4) Disclosure Statement. All proposals submitted in response to this RFP must include one original and completed Disclosure Statement as required by Section 41-16-80, et seq., Code of Alabama (1975). Copies of the Disclosure Statement, and information, may be downloaded from the Alabama Attorney Generalôs web site at www.ago.alabama.gov/ag_items.cfm.

The RFP should be limited to 25 pages, not including attachments (resumes, photographs, charts, etc., if desired). Interested parties must submit one original and four copies no later than 4:00 p.m., Central Standard Time, **October 1, 2009** (the ñSubmission Deadlineò) to:

Bryan K. Prescott
General Counsel
Alabama EMA
5898 County Road 41
P. O. Drawer 2160
Clanton, AL 35046-2160

Submission Deadline. It is the responsibility of the Respondent to ensure that its proposal is timely delivered and received in the AEMAôs Office on or before the Submission Deadline. AEMA will not consider proposals received after the Submission Deadline. AEMA assumes no responsibility for late delivery by the U.S. Mail, the Stateôs Central Mail Facility, a commercial courier service, or any other method of delivery selected by the Respondent.

All technical questions should be directed in writing by or before **September 24, 2009** to Ginger Boling at ginger.boling@ema.alabama.gov or by mail to

Ginger Boling
Alabama Emergency Management Agency
P.O. Drawer 2160
Clanton, Alabama 35046-2160

Any oral communications shall be considered unofficial and nonbinding on AEMA. Written responses to written comments shall be posted on the AEMAôs website.

Discussions initiated by the Respondent with AEMA staff other than Ginger Boling concerning this RFP prior to contract award may be grounds for elimination from the selection process.

AGREEMENT.

All duties of the Respondent shall be set forth in a contract agreement between the Respondent and AEMA. Constraints set by the grant agreement funding the RFP will determine the length of the contract. The contract will incorporate reference to the requirements of the RFP and the Respondentôs proposal as negotiated.

State law prohibits AMEA from agreeing to (1) indemnify the Respondent; (2) waive the right for jury trial; (3) grant a security interest; or (4) binding arbitration. Additionally, it is mandatory that Alabama laws apply to the performance of the contract and that jurisdiction and venue be in Montgomery, Alabama for state and federal courts.

PUBLIC INFORMATION

All responses received will be subject to the Alabama Open Records Act, §36-12-40, Code of Alabama and may be subject to public disclosure upon request. The Open Records Act is remedial and should therefore be liberally construed in favor of the public. The Alabama Trade Secrets Act is §8-27-1 through §8-27-6, Code of Alabama. Responders are cautioned to be familiar with these statutes. The burden is on the one asserting the trade secret to show that the information sought to be protected meets the definition of a Trade Secret as defined in the Act.

Any RFP response submitted that contains confidential, trade secrets or proprietary commercial information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as such. Identification of the entire bid proposal as confidential is not acceptable unless the Respondent enumerates the specific grounds or applicable laws which support treatment of the entire material as protected from disclosure according to the foregoing statutes or other applicable Alabama law.

The owner of the confidential information shall indemnify and hold the State of Alabama, AEMA, and the AEMA staff harmless from all costs or expenses, including but not limited to attorney fees and expenses related to litigation concerning disclosure of said information and documents.

Exhibit A

EMITS Current Capabilities Guide

October 30, 2008

EMITS Contact Manager

The EMITS Contact Manager Database allows you to store and maintain information on individuals and organizations or agencies. This database can, and should be used on a daily basis during non-emergency times as a way to manage your organizationõs list of contacts.

- To create a person entry, click on the óAdd Contactô Button.
- This will bring up a blank form for you to complete.
- You should fill in at least the óLast Nameô field and the óCategoryô all the other fields are optional.
- You can associate the contact with an agency or company. To do this, you can either click on the óSelect an existing Organizationô button or click on the óAdd an Organizationô button from the óNew Contactô form.
- If you click on the former, select one of the companies listed. Click the óOKô button and the company information will be entered for this contact. If you selected óAdd an Organizationô button, you will need to fill in the new organization form, save it and click on the óCloseô button; then click on the óSelect an existing Organizationô button and select the organization you just entered.
- Once you have entered the details you need in the Person entry form, click on the óSaveô button and óCloseô this form.

EMITS Checklists

Currently not being used to its capacity.

The EMITS Checklists database is used to maintain checklists for each role or function in your Emergency Operations Center. These checklists can be linked to any incident plan in the EMITS Incident Planner database. Once a checklist is associated with an incident plan, EMITS automatically copies the associated checklist into the database that is used for tracking messages and tasks in the EOC: EMITS Incident Manager.

You work from this database when you want to define new checklist items for a function in the EOC.

To create a Checklist, click on the ôNew Checklistô button

Select the EOC role (e.g. ICS or ESF role) from the keyword box by clicking on the pop-up arrow button. If the role is not listed, type a new definition in the ôNew Keywordsô field in the dialog box.

Type a description of the checklist in the ôDescriptionô field.

Enter a list of tasks in the ôTask Checklistô remembering to allocate a new line to each one (you can use the ôTABô key to move between each line).

When you have finished compiling the checklist, click ôSaveô and ôCloseô to exit.

Click on the ôBy Functionô navigator button to access checklists by function.

Double click any of the listed checklist documents to open them.

It is possible to add comments to a checklist by clicking on the ôCommentô button.

To save a comment, click the ôSaveô and ôCloseô when you are done.

EMITS Incident Planner

Partially being used by the Comm. Room

EMITS Incident Planner is designed to help you maintain emergency plans and procedures for your team to use when responding to incidents our emergencies. With EMITS Incident Planner you can incorporate your organizationôs existing plans and procedures. Each entry in the EMITS Incident Planner database defines a specific type and severity of incident. With it you can:

Assign personnel and individuals to contact (a call down list.

Assign predefined checklist(s).

Provide additional information.

The description area of the plan document can contain links to other documents, databases, and graphic files containing procedures or other relevant emergency response plan data. If your existing plans are in electronic format, you can attach the whole plan as an icon so that users can access it from this screen if there are questions or more detail is needed to respond to the incident.

Two or more plans can be set up for the same incident type (for example, Hazmat ï Level 1 and Level 2), differing only by severity level. This means that different call down lists and checklists are automatically generated as an incident escalates.

Creating a new plan in the Incident Planner is easy:

Press the New Plan button on the Action Bar.

Fill in the form using óHazardous Materialsô as the incident type and (any number) as the level of severity. Enter your agencyös óSeverity Descriptionô or create your own. Use the buttons provided to select members of the óCall down Listô and the óChecklistô

Enter a description of the plan in the óPlan Descriptionô field. If you have a plan in electronic format, embed it by selecting óInsertô and óFileô from the Menu Bar.

When you have finished, óSaveô and óCloseô the plan by using the buttons on the Action Bar.

EMITS Shelter Status

This is the original shelter database that came with the system. In 2006, was replaced with the EMITS Locations Database. The Shelter Portion is currently disabled.

The EMITS Shelter Status Database has two primary functions. First, it serves as a means to display the status of shelters during activation. Second, it is used to record survey information on the shelters prior to an emergency or disaster. In this manual, we will only discuss maintaining status information on shelters during an emergency disaster.

This section of the manual assumes that the shelters have already been surveyed and are approved for use.

To open a database double-click on the EMITS Shelter Status Database

BUTTONS

óAll Sheltersô button shows all shelters in the database

óBy Statusô button shows all shelters by their status (Open or Closed)

- óBy Classificationô button shows all shelters by their classification status. This view only works if you used the classification survey form.

- óContactsôbutton shows all shelters sorted by the main point of contact for opening the shelter.

óFacility Featuresôbutton shows all shelters with the facilities it has to offer and other features such as special needs and hazard ratings.

óShelter Reportôbutton sorts shelters by county and city and provides capacity information as well as current population.

óHistoryôbutton displays historical shelter documents, i.e., when information is changed on a shelter form and saved, the previous copy of the document is stored and can be located by clicking on this history navigator button.

Adding a NEW SHELTER

Click on the óNew Shelterôbutton

Fill in the appropriate shelter information.

EMITS Resource Manager

Partially being used by Frank McCrory in Logistics

The EMITS Resource Manager Database helps you to maintain and track inventories of human and material resources. These resources may belong to your organization or outside agencies. When you open the EMITS Resource Manager Database, you will see a list of all resources that have been entered into the database.

BUTTONS

óAll Resourcesôshows a list of all resources that have been entered into the óEMITS Resource ManagerôDatabase.

óBy Categoryôshows a list of resources sorted by category (Equipment, Supplies, and Personnel).

óBy Location (City)ôshows a list of resources sorted by state, county and city to give EOC staff a better idea of what resources they have available at each particular location.

óResource Statusôbutton shows the disposition of resources, detailing all deployments and returns.

óCost Analysisôshows a summary of the cost of each resource based on the cost information entered into the resource form óVendors/Categoryô is used to group vendor organizations (supplies) by the type of resource(s) they provide.

óVendors/Locationsô is used to show the location of each vendor. The location is sorted by state and also by city for convenience.

Before entering resource information, some thought should be given to how your organization might want to ñcategorizeò or ñgroupò resources. It is much easier to locate and track resources in the system if they are ñgroupedò in a logical way.

Adding a NEW RESOURCE

Click the óNew Resourceô Button. You will see a resource form.

Begin by entering the name of the resource youôre adding.

You can click on the drop-down list button in the óResourceô field to select an existing name or add a new one. This drop-down list is useful to help standardize resource-naming conventions.

Click one or more ñcategoriesò for this resource (we recommend that you try to assign this resource to one category simplicity).

Choose a category such as óEquipmentô or óSuppliesô (any category can be chosen for this example)

Enter the quantity of this resource, if known, in the óOriginal Quantityô field and the associated Units of measure. (for this example enter ó25ô and óunitsô in these fields now.

The comments field can be used to record unique information about this resource, such as the ñlimitationsò or ñspecificationsò of the resource (this field can easily be renamed to suit your needs.)

The óSupplier Informationô field can be added if this resource belongs to another agency or contractor (vendor). If this supplier has already been entered into the EMITS Contact Manger Database, you can click the óSelect from Contactsô button. Otherwise you can either click the óAdd New Contactô button to add detailed supplier information to the EMITS Contact Manager Database or, alternatively, you can just fill out the óSupplier Informationô section in this resource document. Click on the óSaveô and óCloseô buttons to return to the resource form.

Note: We recommend that you add supplier information to the EM Contact Manager database rather than type this information into the resource form. This will prevent you from having to update supplier information in more than one database.

Add NEW CONTACT

Click "Add New Contact" Button

Fill out contact information

Ignore the "Usage Information" field for now. This field will automatically be updated when resources are deployed and returned using EMITS.

Click the "Save" button and the resource is added to the resource database.

Click "Close" to return to the previous screen.

DEPLOYING A RESOURCE

Double click on the resource you just added. You should now be viewing a resource document.

Click the "Deploy Resource" button. You should see a resource deployment document.

Complete the Resource Deployment Form, indicating the quantity being deployed.

Next, select a related incident by clicking the "Select Incident" button

Enter the "Deployment Location" information (the location to which you are deploying the resource)

Click the "Save" Button; The new resource inventory will be calculated for you and will show in the "Remaining Quantity" field.

Click the "Close" Button.

You should now see the details of your deployment and remaining quantities.

RETURN A RESOURCE

Click on the Deployment Document

Click on the "Return Resource" Button

You can return all or just some of the resources that were originally allocated. Be sure to complete the field indicating the duration of the resources deployment in order to facilitate the calculations of resource usage costs.

Click óSaveô

Click óCloseô

The EMITS Resource Manager Database can help your organization compute the cost of resources used during a response operation. This can be seen by clicking on the óCost Analysisôbutton in the Navigator Pane.

EMITS Incident Manager (Tracker)

Use the EMITS Incident Reporter database to create and log initial incident reports. In a typical organization, operations officers in an EOC open, update, and closed incident reports. Field personnel, incident activity ñtrackersò, and responding agencies view these incident documents for current status, and can add important incident-related information as it is collected (note, the Reporter database can also be used to create and maintain situation and status reports).

The information recorded in the EMITS Incident Manager depends on the type of incident specified. For example, the information collected about a flood may be different than that collected for a hazardous materials incident. (In our organization the personnel in the Comm. Room are the only people who can create an Incident)

If your organization is using the EMITS Incident Planner database to maintain plans for various types of incidents, these are automatically ñfetchedò and presented to users when an incident report is saved within the Incident Manager Database.

INCIDENT BUTTONS

óAll Incidentsô   allows the users to view all incidents sorted initially by the incident document number

óBy Incident Typeôallows the users to group incident reports based on the óTypes of Incidentsô(i.e., Fire, Flood, Hazardous Materials)

óBy Location/Cityôallows the user to view incidents by cities

- óOpen Incidentsô allows the user to view only the open incidents (These are the incidents that will show in the drop-down menu of the messages-to allow users to select a incident to relate the message to)
- óBy Main Incidentô allows the user to view only those incidents marked as main incidents.
- óBy Authorô allows the user to sort incident reports by the creators of the reports.
- óHistoryô shows a historical record of all changes made to the Incident Documents

CREATING A NEW INCIDENT (Can only be done by the comm. room)

- Click the óNew Incidentô Button
- A list of Incident Types will appear in a pop up menu. (These can be reprogrammed to meet your organizations needs.)
- Click on an Incident Type (For this example, click on Hazardous Materials)
- Complete the Incident Form
    - Click on the óOpenô Button in the óIncident Statusô field
    - Click on the óMain Incidentô button in the óIncident Levelô field
        - The Incident Level field allows you to indicate whether this incident is a óMain Incidentô or a óSub-Incidentô (Choosing sub-incident allows you to relate this incident report to another incident). If there are have been Sub-Incidents related to this Main Incident, they will be listed in the óSub-Incidentsô field below.
    - Choose an óIncident Severityö, if known.
        - Note, this selection will be used in determining which Plan to ófetchô from the EMITS Incident Planner Database described earlier
    - The remaining fields are optional and should be completed as thoroughly as possible, especially the óIncident Descriptionô field that is used to describe details about the incident.

Once you have created the Incident and the status is óOpenö, the Incident can be used in the drop-down of the messages portion of the database to relate a message to an incident.

If you double click on the plan document, you will see the response procedures your organization has entered for this type of incident (i.e. hazardous materials incident response procedures in our example.)

Creating a new incident report also causes EMITS to generate a checklist of response actions that should be completed along with a call down list of persons or agencies that should be notified about this incident. These are part of the EMITS Incident Manager and the appropriate person within your agency can start tracking their response activities.

UPDATING AN INCIDENT

As new information on the incident comes in (probably through the message tracking portion of EMITS Incident Manager) you will want to update your incident form. For example if the incident increases in severity, the Incident Type can be changed to reflect the changing circumstances.

- Open the incident document
- Click the óEditô button
- Enter any additions and or changes right on the form
- Click óSaveô
- Click óCloseô

CLOSING AN INCIDENT

When an emergency is over,

- Open the incident document
- Click the óEditô button
- Click óCloseô in the óIncident Statusô field
- Click óSaveô
- Click Close

Once the Incident has been closed, you will no longer be able to see it in the drop-down for related-incidents in the new messages form.

The EMITS Incident Manager also contains the resource and message tracking portion of the system. This helps your organization track messages, requests, and updates on the status of its response efforts. New messages and requests can be entered into the

EMITS Incident Manager and then ódistributedô to one or more EOC functions (or positions) which are responsible for handling the resource or information request.

MESSAGE BUTTONS

- óAll Messagesô This button shows all messages and tasks that have been entered into the EMITS Incident Management Database
- óBy Roleô sorts the messages or tasks by EOC role (by agency or by person) to whom the message and or task has been assigned. By selecting one of the categories of all actions or tasks assigned to that particular person or role. The button allows the user to list all messages or requests based on their relative importance.
- óBy Incidentô sorts all EMITS Incident Manager messages and tasks by the incidents that they are related to.
- óBy Categoryô provides a way of viewing EMITS Incident Manager messages and tasks by category (i.e., resource request or health/medical).
- óCompleteô shows only those EMITS Incident Manager requests that have been completed. There will be a green check mark next each completed task.
- óIncompleteô shows those EMITS Incident Manager requests that still have not been completed. There will be a red óxô next to the each incomplete task.
- óUnassignedô shows all EMITS requests that have yet to be assigned to a function or individual for completion.
- óChecklistsô shows the EOC checklists that have been generated for each incident report that has been opened and saved in the EMITS Incident Recorder database. Double click on any functionòs checklist to see the EOC duties that need to be carried out by that particular function. (THIS VIEW HAS BEEN REMOVED).
- óCall down Listsô shows the ócall down listsô for each incident. Like checklists, the documents in this view are generated as a result of an incident report being opened and saved in the EMITS Incident Manager Database. (THIS VIEW HAS BEEN REMOVED).
- óHistoryô provides a historical record of all EMITS Incident Manager messages.

óYou Enteredô shows all of the entries made in EMITS Incident Manager by you (based on your id file). (THIS VIEW HAS BEEN REMOVED).

CREATING A NEW MESSAGE

Click the ôNew Messageô button

Select the Message Type

General Information

Information Request

Resource Request

óSubjectô Field, type a brief message subject in this field

óCountyô Field, select the county or appropriate entry from the drop-down list provided

ôIncidentô Field, select the appropriate Incident you would like to relate the message to from the drop-down list (the drop down list is pulled from the open incidents). If you do not see the Incident that you want to relate the message to in the drop-down list, call the AEMA Comm. Room to make sure that the Incident was created and that it is still open.

ôMessage Detailsô Field, this field is used to provide details of your message.

Complete the remaining portions of the form

Click óSaveô

Click óCloseô

Your New Message should be visible in the EMITS Incident Management Database (Note, If you do not see your message, hit F9 to refresh the current view).

TO UPDATE A MESSAGE

- ✧ Click on the Message you would like to update
- ✧ Click the óEditô button
- ✧ Make any necessary changes
- ✧ Click óSaveô
- ✧ Click óCloseô
  - o Note all changes are logged

ASSIGNING AND DISTRIBUTING TASKS AND REQUESTS

In our agency this is accomplished by the Direction and Control pod

- ✧ Click on the Information or Resource Request you would like to assign to someone.
- ✧ Use the óAssigned Toôfield to select a Branch Chief to assign the task to.
- ✧ Use the óSupport Agencyôfield to select the EMC(s) you would like to assign the task to
- ✧ Use the óESFôfield to assign the FEMA Emergency Support Function to
- ✧ Use the óDue Onôfield to assign a Date and Time the task is due
- ✧ Use the óState Approving Authorityôfield to enter the Authority that approved the request
- ✧ Use the óSpecial Instructionsôfield to add any special instructions related to the task assigned
- ✧ Click óSaveô
- ✧ Click óCloseô

ADD A TASK ACTION UPDATE TO A MESSAGE

Click on the message you would like to add an update to

Click on the óTask Action Updateôbutton

Select a óStatusôfrom the Status drop-down menu

In the óSubjectôfield enter a brief message Subject

In the óDetailsôfield provide a detailed update

Click óSaveô

Click óCloseô

ADD A COMMENT TO A MESSAGE

Click on the message you would like to add comment to

Click on the óAdd Commentôbutton

In the óSubjectôfield enter a brief message Subject

In the óDetailsôfield provide a detailed comment

Click óSaveô

Click óCloseô

TO CLOSE A RESOURCE or INFORMATION REQUEST

This function can only be completed by the Direction and Control POD and the Branch Chiefs once a task has been completed. (or by an assigned authority)

- Click on the message (resource request or information request)
- Click óEditô
- In the óComplete?ôfield, Select Yes
- Click óSaveô
- Click óCloseô
    - Note, the Red óXônext to the request will change to a Green óheckmarkô

ICS Forms

Currently not being used

The EMITS Incident Management Database contains ICS forms. The following ICS forms are available: ICS 201 ï Incident Briefing, ICS 202- Incident Objectives, ICS 203 ï Organization Assignment List, ICS 204 ï Division/Group Assignment, ICS 205 ï Incident Radio Communications Plan, ICS 206 ï Medical Plan, ICS 207 ï Organization Chart, ICS 208 ï Site Safety and Control Plan, ICS 209 ï Incident Status Summary, ICS 211 ï Check-In Log, ICS 214 ï Unit Log, ICS 218 ï Vehicle Summary, ICS 220 ï Air Operations Summary, ICS 221 Demobilization Summary, ICS 222 ï Incident Forecast Weather Request, ICS 230 ï Daily Meeting Schedule, ICS 231 ï Meeting Description, and ICS Executive Summary.

TO CREATE ICS FORM

Click the óICS Viewô

Click óCreate ICS Formô

Select the ICS Form you would like to create from the pop-up window

Complete the ICS Form

Click óSaveô

Click óCloseô

Hit the óF9ôkey on your keyboard to refresh the screen and view your ICS form in the ICS Form view

ICS BUTTONS

óICSôButton ï Provides users with a view of all ICS forms by ICS Form Type and Operational Period

óBy IncidentôButton ï Provides users with a view of all ICS Forms Sorted by Incident, Form Type, Date Created, and Operational Period

"Command Staff" Button – Provides users with a view of ICS forms created by Command Staff, Date, and Operational Period
"Operations" Button – Provides users with a view of ICS forms created by Operations, Date, and Operational Period
"Planning" Button – Provides users with a view of ICS forms created by Planning, Date, and Operational Period
"Logistics" Button – Provides users with a view of ICS forms created by Logistics, Date, and Operational Period
"Finance" Button – Provides users with a view of ICS forms created by Finance, Date, and Operational Period

EMITS Universal Message Box (Call Center)

Currently not being used

The Universal Message Box can be used by the EOC "message center" personnel to log calls into an EOC. These calls can then be monitored by a designated EOC function (i.e. duty officer or Plans Function) and copied into the EMITS Incident Manager Database if the call is deemed important for EOC personnel. In this way, the Universal Message Box acts as a message "filter", minimizing the chance of cluttering the EMTIS Incident Manager Database with personal or non-operational messages. If you do not have an EOC message center setup, you may just have EOC personnel enter messages into the EMITS Incident Manager Database.

Open the database by double clicking the EMITS UMB database Icon.

BUTTONS

- "All Documents" displays all messages (incoming and outgoing).
- "Incoming Calls" displays only incoming messages
- "Outgoing Calls" displays only outgoing calls
- "By Categories" displays all messages based on their category. The category is based only your definitions in the customization database.

LOGGING A CALL

- Click on the "Log Call" Button on the action bar
- Click on "Incoming Call"

- ✧ Click óOKô
- ✧ The incoming call form will appear
- ✧ Complete the other fields as they pertain to the call.
- ✧ Click óSaveô
- ✧ Click óCloseô
- ✧ If there are follow-up calls or follow-on calls related to this message, select the related call in the view and click on the óLog Follow-up Callô Button (this button is also available from within the call form).
- ✧ Once the follow up form is saved it will be placed under the original call (as a response document). You now have an easy way to log and track all calls.

TRANSFERRING CALLS FROM UNIVERSAL MESSAGE BOX TO EMITS INCIDENT MANAGER DATABASE

Assume now that it has been decided that one of the calls within the Universal Message Box has a task or request that needs to be assigned and tracked. This call should be copied into the EMITS Incident Manager Database.

- From one of the views, select one or multiple records (remember to click your mouse in the left most column beside each record in the view to select multiple records/documents). Selected records will show a check-mark beside the document.
- Now click the óCopy to Trackerô button
  - The system will copy the pertinent information to a new EMITS Incident Manager message form and insert document link that can open the original message entered into the Universal Message Box Database. Records that have been copied to EMITS Incident Manager will be indicated with a blue and red icon.
  - You can now complete the rest of the New EMITS Incident Manager message that the document was copied into. If the message is a request, the most important part of the Tracker form to complete is the óAssign Toô fields for assigning the request or task.

EMITS Weather Status

Currently not being used

The EMITS Weather Status database is used for tracking severe weather watches and warnings. The weather reports can be updated and then communicated (replicated) to other agencies or field units to keep them apprised of current conditions.

BUTTONS

- óAll Messagesôwill show you all of the messages pertaining to weather events.
- óBy Authorôwill list all documents sorted by the person that created the documents.
- óBy Categoryôwill list all weather events by categories
- óWatch/Warningôwill list all of the watch and warnings in a view.

CREATE A NEW WEATHER STATUS REPORT

- Click on the óWeather StatusôButton
- Make your selection from the list
- Once you have selected the type of storm you will see the appropriate form
- When you have finished filling out the form
- Click óSaveô
- Click óCloseô

You now have a weather status report filed in the database and will be able to see this in the views. If authorized, remote users can now óreplicateôthis database to their local system and see the latest weather status information you have provided. The EMITS Weather Status database will also provide a chronological history of the weather situation.

Note, if you typically monitor weather from external sources, such as Internet, you may want to have this weather information automatically downloaded into the EMITS Weather Status Database.

EMITS Closure Status

Currently not being used

The EMITS Closure Status Database is used to track the closures of Roads, Bridges, and Utility provision.

OPEN THE EMITS CLOSURE STATUS DATABASE

- Double click on the EMITS Closure Status Database

BUTTONS

- óAll Messagesô is the default view when you open the database. This button shows the status of all bridges, roads, and utilities that have been entered into the EMITS Closure Status Database.
- óBy Statusô allows the user to view the óconditionô of the roads, bridges, and utilities. The two default condition classifications are óOpenô and óClosedô
- óBy Authorô allows the user to sort documents by the creator of the document.

CREATING A NEW CLOSURE STATUS REPORT

Letôs assume youôre responsible for all EMITS Closure Status reporting and updating within your organization and receive a message that a particular road is closed due to debris blocking the road. To update the status of the road, you would follow these steps:

- Click on the óClosureô button on the action bar
- When the dialog box appears, select the óInfrastructure Typeô (In this case, Road).
- Click óOKô
- A Closure Status form will appear
- Enter all pertinent information in the fields provided
- Click óSaveô
- Click óCloseô

You should now see the document in the view. With appropriate access, users can click the edit button, or double click on the record in the view pane, to edit the document contents.

EMITS REPORTER

Currently not being used

During and after an emergency or disaster, it is critical to ensure that all decision-makers are kept informed of the impacts on populations and property, response activities and priorities, and the status of key resources being used to stabilize the situation and restore order. EMITS Reporter gives you the ability to issue situation reports, public statements and status reports. During emergencies this will reduce the amount of time it takes to get information to the public and or decision-makers.

TO OPEN THE EMITS REPORTER

- ✧ Double-click on the EMITS Reporter database icon on your workspace.

BUTTONS

- óReports By Incidentôallows the user to view reports that are sorted by individual incidents.
- óReports By Typeôallows the user to view reports based on the óTypes of Reportsôi.e., After Action Reports, Flash Reports, Situation Reports, Status Reports and Status Summary Reports.
- óPublic Statementsôallows the user to view statements that have been issued to the public.
- óHistoricalôWhen a report is edited and saved, a copy of the original report is saved. The óHistoricalôbutton allows the user to view all previous versions of those reports.
- óSituation Reportsôallows the user to view the current status of an incident and also provides a quick overview of the response status based on information that has been input into the situation report forms.
- óStatus Reportsôallows user to view the current status of impact on people and property sorted by jurisdiction.

CREATING A NEW REPORT

- ✧ Click on the óNew Reportôbutton on the action bar
    - A list of available reports and message forms appears in a pop-up menu. The default reports supplied are: ñAfter Action Reportò, ñEarthquake Message - No Information Availableò, ñEarthquake Message ï Statement for Mediaò, ñEarthquake Message ï Updateò, ñEvacuation Orderedò, ñFlash Reportò, ñHealth and Hospitals Statusò, ñLocal Emergencyò, ñMessage ï High Hazard Spill/Release ï General Evacuationò, ñNatural Resourcesò, ñPublic Safetyò, ñRoad Closedò, ñAfter Action Reportò, ñSituation Reportò,

ñCare and Shelterò, ñState of Emergencyò, ñStatus Summary Reportò, ñSummary Reportò, ñUnidentified Spill/Releaseò

- Note, any of these forms can be customized

✧ For this exercise, click ôUnidentified Spill/Releaseô in the pop-up list.

✧ The ôUnidentified Spill/Releaseô form will be opened and ready for your input

✧ Click on the ôRelated Incidentô button (This will be populated from the EMITS Incident Manager Database- open Incidents).

✧ Fill in the remaining form

✧ Click ôSaveô

✧ Click ôCloseô

✧ Once you have completed the form a report is generated and other users on your network, with authorization, can read it, e-mail it, or print it.

All of the reports in the EMITS Reporter are just as easy to fill out. Just select the appropriate type of report from the pop-up list to quickly access all of your standard reports.

UPDATING A REPORT

As new information on an incident comes into an EOC (perhaps via messages entered into EMITS Incident Manager), you will want to update your various reports. For example, there may be some new injury reports that you would like to add to the ôSituation Statusô report.

✧ Open the document you want to update

✧ Click ôEditô

✧ Enter the additions and or changes on the form.

- You can even copy the original message into the report or cut and paste information between a message form and the report form.

EMITS Incident Action Plan

Currently not being used

The EMITS Incident Action Plan database is used by EOC functions to define their emergency response goals for an operational period. Each function can also define specific tasks to accomplish these goals. These tasks are then automatically copied into the EMITS Incident Manager database for action and tracking.

As new Action Plans are created for the next operational period, a history log of all previous goals, tasks, and incident action plans is maintained.

TO OPEN THE EMITS Incident Action Plan Database

- Double-click on the EMITS Incident Action Plan database icon on your workspace.

You will be taken into the main view that sorts all goals, actions (tasks), and Incident Action Plan documents by the EOC role, or department, that is responsible for each goal, task and plan.

BUTTONS

- óAction Plansô will display all of the Action Plan documents that have been created for all operational periods. They will be sorted by incident name and responsible EOC role (or department). If either an incident name or role has not been defined for a plan, it will appear near the bottom of your screen in a section called ñ(Not Categorized)ò. This is true in al of the database views defined below.
- óGoalsô will list all of the operational goals. Again, this will be sorted by incident name and responsible EOC role (or department).
- óBy Roleô sorts all actions, goals, and plans by EOC role or department (in alphabetical sequence) and sorts them by the incident they apply to for each role.
- óAll Actionsô sorts all open and completed actions (tasks) by incident name and then by EOC role or department (in alphabetical sequence).
- óOngoing Actionsô displays only incomplete (ongoing) actions by incident name and then by EOC role or department (in alphabetical sequence).
- óComplete Actionsô displays only those actions that have been completed. Again, this is sorted by incident name and then by EOC role or department (in alphabetical sequence).

CREATING A NEW INCIDENT ACTION PLAN

To describe how the database is used, letös assume that you have recently walked into the EOC, albeit 12 hours after EOC activation due to blocked access roads caused by heavy winds, and one of your first tasks is to create an action plan for the next operational period (hours 12 to 24). You have received an EMITS Incident Manager message advising you that a briefing will be held in the EOC in twenty minutes and you should be prepared to present your sectionõs or departmentõs action plan at the meeting. The first thing youõll probably do is review the EMITS Incident Manager database and talk to your counterparts in the EOC to try and ócatch upô on what incidents, activities, and actions have been taken in the first 12 hours. Keep in mind that you would also want to review the Incident Action Plan database if the person in your role had created an Action Plan for the first 12 hour period. When you review previously defined goals and tasks, please remember to edit and update the óStatusô field that is contained in both the goal and action forms.

CREATING AN INCIDENT ACTION PLAN

- ✧ Click on óNew Incident Action Planô Button
- ✧ A blank óIncident Action Planô form is now ready for your input
- ✧ Next, click on the pop-up button next to the óSectionô field to select the EOC section or department that is responsible for this plan (note: this pop-up list can be modified)
- ✧ In the next field, click on the óSelect Incidentô button to associate this action plan with an incident.
- ✧ In the óFunctional Groupô field, enter the ICS function (or division) responsible for carrying out the plan if applicable; or leave this blank.
- ✧ In the óOperational Periodô field, you can type in the date and time that this plan applies to (i.e., 09/30/08 1200 to 2400 hrs.).
    - o Note, this is a free format, alphanumeric field because many organizations use different definitions of operational periods, however we can customize.
- ✧ In the óGoalsô field, click on the óSelect Existing Goalsô button to select any or all incomplete goals that may have been defined in the previous operational period and that should be part of the next operational period action plan you are creating.
    - o Note, the status of each goal (and action) can be updated from the main Incident Action Plan database view.

- ✧ You can also add new goals for the next operational period that you are creating the plan for. Do this by clicking on the óAdd New Goalô button.
    - Once you have finished adding all relevant goals to your plan, move on to the field called óAdd New Actionsô
        - You should add new actions before selecting existing ones.
- ✧ Click on the óAdd New Actionô button if you want to assign a new action (task) that is required to help you meet your goals. When you do this, the first dialog box asks you to select one goal that this action is related to; select a goal and click the óOKô button.
- ✧ The óNew Actionô Form should now be open
- ✧ Complete this form. Create a new action that will help you achieve the goal you choose and assign it to someone within your section or department (a pop-up list will allow you to select the individuals that in your EMITS address book).
    - Hint, use the pop-up buttons whenever possible rather than typing information into fields.
    - Note, the box around the text óAction Priorityô on the form can be clicked on (hold your mouse button down on it) to get a pop-up óhelpô field; in this case, it will provide the user with a definition of priorities. This pop-up definition can be modified.
- ✧ Click óSaveô
- ✧ Click óCloseô
- ✧ If you selected a person or group in the óAssigned Toô field, you will receive a message that the new action (task) has been copied to the EMITS Incident Manager. In other words the assignee now will see that they have a new task entered into the EMITS Incident Manager database and will be able to see that it is from you.
    - You should now have returned to the Incident Action Plan form.
- ✧ To add the new Action to your plan, along with all the incomplete actions defined for previous operational periods, click on the óSelect Existing Actionsô button.
- ✧ You will now see a list of all Actions defined in the database. You can select one or more actions by clicking in the left column beside each relevant óNewô and

ÓOngoingô Action that appears in the pop-up dialog box, and then clicking the ÓOKô button.

- Click ÓSaveô
- Click ÓCloseô

EMITS Locations (Locator)

Use this database to maintain a list of Locations and their capabilities. You can manage the status of Locations by Incident. You have the ability to create four types of Locations: Shelters, Generators, DRC's (Disaster Recovery Center's) or Logistical Locations.

The Location type "Shelters" can be used to capture the Shelter Name, Address, Coordinates, Type, and Status by Incident, Capacity, Population, and Generator information. You have the ability to link from the database directly to Google Maps and see/print a map from the form in the database. You also have the ability to view, export, and print Shelter reports.

The Location type "Generators" can be used to capture the Generator Location Name, Address, Coordinates, Location Type, and Status by Incident, Funding Source, and Generator Requirements. You have the ability to link from the database directly to Google Maps and see/print a map from the form in the database. You also have the ability to view, export, and print Generator Requirements.

Location type "DRC's" (Disaster Recovery Centers) can be used to capture the DRC Location Name, Address, Coordinates, Point of Contact, and Status by Incident. You have the ability to link from the database directly to Google Maps and see/print a map from the form in the database. You also have the ability to view, export, and print DRC information.

The Location type "Logistical" can be used to capture the Distribution Point and Staging Area Location information, distribution type, Location description, manpower and equipment necessary; as well as security information. You have the ability to link from the database directly to Google Maps and see/print a map from the form in the database. You also have the ability to view, export, and print the Distribution Point or Staging Area information collected on the forms.

BUTTONS

- óHelpô Button
  - This button will lead users to a menu of How Toös
    - óClose a Locationö, óClose Current Databaseö, óClose Current Documentö, óCollapse Allö, óCreate New Locationö, óDeselect All Documentsö, óExpand Allö, óExpand Categoryö, óExporting into Excelö, óGo Back To Workspaceö, óLoginö, óLogoutö, óOpen a Locationö, óSelect Documentsö, óSelect All Documentsö, or óScrollô
- óAll Locationsô Button ï Provides users with a view of all Locations in the EMITS Locations Database sorted by County
  - Click on the óGreen Triangleô (twisty) to view the Locations in a particular County or to view all the Locations at once, Click on óViewô in the Menu Bar at the top, then Select óExpand Allô (This will make all of the Locations visible) to go back to the way the view was, Click on óView in the Menu Bar at the top, then Select óCollapse Allô
    - Users can quickly identify the Location Type by icon or verbiage
    - Users can quickly view the Location Status (Open or Close) by icon, Red-Closed or Green-Open
- óDRCsô Button ï Providers users with a view of all Disaster Recovery Centers in the EMITS Locations Database by County (Click on the twisty to view the locations by Status and Physical Address)
  - óAddressô Button ï allows users to look at DRCs by Physical Address

- óGeneratorsôButton ï Provides users with a view of all Generator Locations in the EMITS Locations Database by County (Click on the twisty to view the locations by Status and Physical Address)
    - óCounty EMA IdentifiedôButton ï Provides users with a view of the Generator Locations that the County EMA identified (these are generally the óCritical Facilitiesô
    - óAddressôButton ï allows users to look at the Generator Locations by Physical Address
    - óStatusôButton ï allows users to look at the Generator Locations by status
        - Note, All Generators are Off (Red) unless a generator was deployed to the Location during a incident
    - óTotalôButton ï Provides users with the total number of Generator Assessments by County
        - Click on the twisty to view the Status and Location Name
- óLogisticalôButton ï Provides users with a view of all Logistical (County Staging Areas and Distribution Points) Locations that have been entered into the EMITS Locations Database by County
    - Click on the twisty to view the Location Name and Distribution Type (Type I, Type II, or Type III)
    - óAddressôButton ï Allows users to view the Logistical Points by County, Distribution Type, and Physical Address
    - óStatusôButton ï Allows users to view the Logistical Points by Status (Open or Closed)
    - óEquipmentôButton ï Allows users to view the Logistical Points, Distribution Type, Equipment Available, and Equipment Shortfalls by Location
    - óManpowerôButton ï Allows users to view the Logistical Points, Distribution Type, Manpower Available, and Manpower Shortfalls by Location
    - óTotalôButton ï Allows users to view the Total number of Logistical Points by County

    - Click on the twisty to view the Status and Location Name
- óSheltersôButton ï Provides users with a view of all Shelters by County
  - Click on the twisty to view the Shelter Type, City, Status, and Location Name
  - óOpenôButton ï Provides users with a view of all Open Shelters by County, Type, Capacity, Population, Last Update, Location Name, and Address
  - óMass CareôButton ï Provides users with a view of all Mass Care Shelters entered into the EMITS Locations Database by County, Shelter Type, City, Status, and Name
    - óAddressôButton ï Provides users with a view of all Mass Care Shelters entered into the EMITS Locations Database by County, Shelter Type, Status, Name, and Physical Location
    - óCapacityôButton ï Provides users with a view of all Mass Care Shelters entered into the EMITS Locations Database by County, Shelter Type, Capacity (Pre-event Capacity), Location Name, and Physical Address (Note, The total Capacity (Pre-event) for all Mass Care Shelters is at the bottom of the view
    - óPopulationôButton ï Provides users with a view of all Mass Care Shelters entered into the EMITS Locations Database by County, Status, Name, Shelter Capacity (Pre-event), Current Population, Space Available (Calculated by automatically by subtracting the Current Population from the Shelter Capacity), Shelter Type, and Last Update Date and Time Stamp
      - All Totals are done by County and at the bottom of the view by State
      - (This view can easily be displayed on a Public Website or Intranet)
  - óMedical NeedsôButton ï Provides users with a view of all Medical Needs Shelters entered into the EMITS Locations Database by County, Shelter Type, City, Status, and Name

    - óAddressôButton ï Provides users with a view of all Medical Needs Shelters entered into the EMITS Locations Database by County, Shelter Type, Status, Name, and Physical Location
    - óCapacityôButton ï Provides users with a view of all Medical Needs Shelters entered into the EMITS Locations Database by County, Shelter Type, Capacity (Pre-event Capacity), Location Name, and Physical Address (Note, The total Capacity (Pre-event) for all Medical Needs Shelters is at the bottom of the view
    - óPopulationôButton ï Provides users with a view of all Medical Needs Shelters entered into the EMITS Locations Database by County, Status, Name, Shelter Capacity (Pre-event), Current Population, Space Available (Calculated by automatically by subtracting the Current Population from the Shelter Capacity), Shelter Type, and Last Update Date and Time Stamp
        - All Totals are done by County and at the bottom of the view by State
        - (This view can easily be displayed on a Public Website or Intranet)
- óTwo Year CollegeôButton ï Provides users with a view of all Two Year College Shelters entered into the EMITS Locations Database by County, Shelter Type, City, Status, and Name
    - óAddressôButton ï Provides users with a view of all Two Year College Shelters entered into the EMITS Locations Database by County, Shelter Type, Status, Name, and Physical Location
    - óCapacityôButton ï Provides users with a view of all Two Year College Shelters entered into the EMITS Locations Database by County, Shelter Type, Capacity (Pre-event Capacity), Location Name, and Physical Address (Note, The total Capacity (Pre-event) for all Two Year College Shelters is at the bottom of the view
    - óPopulationôButton ï Provides users with a view of all Two Year College Shelters entered into the EMITS Locations Database by

County, Status, Name, Shelter Capacity (Pre-event), Current Population, Space Available (Calculated by automatically by subtracting the Current Population from the Shelter Capacity), Shelter Type, and Last Update Date and Time Stamp

- All Totals are done by County and at the bottom of the view by State
- (This view can easily be displayed on a Public Website or Intranet)

TO ADD A NEW LOCATION

- Click the óNew Locationô Button in the Action Bar
- Select the óLocation Typeô from the drop-down list
  - Select from the following óLocation Typeôsô DRC, Generator, Logistical, or Shelter
    - Based on the óLocation Typeô you select, you will be presented the appropriate form to complete
  - All óLocation Typeôsô have the óLocation Detailsô Section
    - The fields in this section will allow the user to view the location on a map using the address information provided.
    - óLocation Nameô, óStreet Addressô, óCityô, óStateô, óZipô, óCountyô, óLatitudeô, óLongitudeô,
    - óData Verifiedô field should be used to by someone at the state to verify the accuracy of the Physical Location Information
  - All óLocations Typeôsô have some type of óResourcesô listed
    - Power (Available or None)
    - Internet (Available or None)
    - Phone (Available or None)
  - All óLocation Typeôsô have a óBuilding Descriptionô field that allows the user to input special notes about the Location.

ADDING A GENERATOR LOCATION

- Click the óNew Locationô Button in the Action Bar
- In the óLocation Typeô field select óGeneratorô from the drop-down list

- In the óCounty EMA Identified Fieldô, This field is a flag for county identified locations that may need a generator during an event or incident (i.e., critical facilities)
- Complete the óLocation Detailsô Section of the form
- Complete the óResourcesô Section of the form
- Complete the óBuilding Descriptionô Section of the form
- Complete the óGenerator Detailsô Section of the form
  - This portion of the form was derived from the Army Corps of Engineers Generator Form (The purpose of the generator information is to be able to fill a generator request without sending a Certified Electrical Engineer to a site that needs a generator, the assessment should be conducted and kept on file)
  - óDoes Generator Physically Existô Field
    - Is this a location where you may want to put a generator during an incident or does this location already have a generator?
  - óFacility Typeô field drop-down list for users to select the facility type
    - Examples of the facility types are: EOC, municipal, ice plant, service station, grocery store, and etcé This list can be modified
  - óGenerator Typeô field ï Permanent, Portable, or N/A
  - óFunded Byô field ï This field is used to identify the funding source of the generator. Note that some generators have not been funded are in the database so that if a generator is needed during an incident the generator requirements are predetermined to speed up the process, these are listed as the óFunded Byô type: óto be delivered during disasterô
  - óCertificate Assessment By a Electrical/ Licensed Engineerô Field ï Complete or Not Complete
  - óAssessment Dateô ï This field is used to provide the Date of the Certificate Assessment, the user can either enter the date or use the date selector

- óActual Generator Size (KW)ôï This field is used for the locations that actually have a generator already at the location, the user should enter the actual size of the existing generator (note, sometime this size is larger than the Calculated Required Load (KW).)
- óCalculated Required Load (KW) ï This field is used to identify the óCalculated Required Load (KW)ôby the certified Electrical/Licensed Engineer
- óPhaseôï This field is used to identify the phase of the generator, i.e., Single Phase, Three Phase or None Provided
- óVoltage (V)ôï This field is used to identify the Generator Voltage (V)
- óConfigurationôï This field is used to identify the Configuration, i.e., Delta, Y or None Provided
- óLoad Cable Length (FT)ôï This field is used to identify in feet what length of load cable will be needed
- óGround Rod Neededôï This field is used to indicate if a ground rod will be needed (Yes or No)
- óGround Rod Cable Length (FT)ôï This field is used to identify in feet what length of ground rod cable will be needed, if any
- óCommentsôï This field should be used for any other Generator Information Details or comments that are necessary
- Click óSaveô
- Click óCloseô

ADDING A DRC LOCATION

- Click on the óNew LocationôButton
- In the óLocation Typeôdrop-down list select óDRCô
- Complete the óLocation DetailsôSection of the form
- Complete the óResourcesôSection of the form
- Complete the óBuilding DescriptionôSection of the form
- Click óSaveô
- Click óCloseô

ADDING A LOGISTICAL LOCATION

- Click on the ôNew Locationô Button
- In the ôLocation Typeô drop-down list select ôLogisticalô
- Complete the ôLocation Detailsô Section of the form
- Complete the ôResourcesô Section of the form
- Complete the ôBuilding Descriptionô Section of the form
- Complete the ôDistribution/Stagingô Section of the form
    - ôTypeô ï This field is used to identify the Distribution/Staging type; Select the ôTypeô from the drop-down list: County Staging Area, Distribution Point, or Staging & Distribution Area
    - ôDistribution Typeô ï This field is used to identify the Distribution Type; Select the ôDistribution Typeô from the drop-down list: Type I, Type II, or Type III
    - Complete the ôCapabilitiesô Section of the form
        - ôSurfaceô ï This field is used to identify locations surface or ground cover; Select the ôSurfaceô type from the drop-down list: Dirt, Gravel, Other, or Paved
        - ôHeavy Traffic Supportô ï Will this location support heavy traffic? Yes or No
        - ôHeavy Equipment Supportô ï Will this location support heavy equipment? Yes or No
    - Complete the ôSecurityô Section of the form
        - ôSecurity Assessmentô ï Is the location secure? Open or Secure
        - ô# of Entrancesô ï How many entrances are there?
        - ô# of Exitsô ï How many exits are there?
        - ôSecurity Notesô ï This field is used to note any security information or concerns.
    - Complete the ôRequired Manpowerô Section of the form
        - This section is built in a matrix that will assist in identifying the manpower available and the manpower shortfalls for a location. The type of manpower is on the right, the user fills

    in the Available Resources and Shortfalls. The totals are totaled for the user.
        - Tab through the form to complete the form. All totals will be calculated for you.
        - ôManpower Notesôï Use this field to make any notes or to document any manpower concerns or issues.
    - Complete the ôRequired Equipmentô Section of the form
        - This section is built in a matrix that will assist in identifying the equipment available and the equipment shortfalls for a location. The type of equipment is on the right, the user fills in the Available Resources and Shortfalls. The totals are totaled for the user.
        - Tab through the form to complete the form. All totals will be calculated for you.
        - ôEquipment Notesôï Use this field to make any notes or to document any equipment concerns or issues.
    - Complete the ôLife Support Planô Section of the form
        - ôDetailsôï Provide the details of your Life Support Plan
- Click ôSaveô
- Click ôCloseô

ADDING A SHELTER LOCATION ***Currently Disabled***

- Click on the ôNew Locationô Button
- In the ôLocation Typeô drop-down list select ôShelterô
- Complete the ôLocation Detailsô Section of the form
- Complete the ôResourcesô Section of the form
    - ôInternetôï Available or None
    - ôPhoneôï Available or None
- Complete the ôBuilding Descriptionô Section of the form
- Complete the ôShelterô portion of the form
    - ôShelter Typeôï This field is used to identify the type of shelter, who manages the shelter, and as a flag for viewing the data. The ôShelter

Typeô drop-down list contains the following types (these types were identified by a shelter database steering committee in the Spring of 2006)

    - ARC/County; DHR/County; County; Medical Needs; Two-Year College; or Other (Faith Based and etcé)

- óPre Event Capacityô ï Used to identify the space available for temporary sheltering until the storm passes; also known as Evacuation Population (space consideration is much smaller than that of a long term shelter)
- óPost Event Capacityô ï Used to identify the space available for longer term sheltering than just the storm passing
- IF THE SHELTER TYPE IS TWO-YEAR COLLEGE
    - Complete the óSuppliesô portion of the form (note, this will only be visible if the óShelter Typeô is óTwo-Year Collegeô
        - óPPDSô ï Used to identify the Pre-positioned Disaster Supplies at the location. Each 20 ft. container holds: 250 Cots, 500 Blankets, 250 Pillows, and 250 Hygiene Kits.
        - óCBPHô ï If a PPDS is not complete this field is used to identify the actual number of sets of Cots, Blankets, Pillows and Hygiene Kits are available at the location.

- Once the form has been completed, Click óSaveô
- Click óCloseô

Once you have saved a Location to the EMITS Locations Database, you can add one or multiple points of contacts to the location.

ADD A POINT OF CONTACT TO A LOCATION

- From the main view double-click on the Location that you would like to add a point of contact to
- Click on the óAdd Contactô Button on the Action Bar (It has a telephone icon on the button)
- Complete the óPoint of Contact Informationô Form
- Click óSaveô
- Click óCloseô

- If you would like to add an additional point of contact to the location, repeat the above process

✧ Click the ôCloseô button to return to the main view

✧ When you go back into the Location, the Point of Contact(s) you added will be listed in the Points of Contact Section of Location Document.

UPDATE THE STATUS OF A LOCATION (Open or Close)

✧ Select the Location you want to Open or Close by double-clicking on it

✧ Click the ôUpdate Statusô button from the Action Bar (It has a traffic signal light icon on it)

✧ The ôStatus Informationô form will be presented
  - The ôDate/Timeô field is automatically populated for you
  - Use the ôStatus Typeô drop-down list to select ñOpen or Closedò
  - Use the ôRelated Incidentô drop-down list to select the Incident you want to relate the Opening or Closing of the Location to.
  - ôEntered Byô will automatically be populated with your Lotus user id information.
  - Click ôSaveô
  - Click ôCloseô
  - You will be taken back to the Location Form
  - Click ôCloseô
  - Hit the ôF9ô button on your keyboard to Refresh the screen (Note, the Status Column has indicator lights that are Green if the location is open and Red if the Location is closed.

Once a Shelter Location has been opened, you have the ability to do a Shelter Population update. You can update the Shelter Population as often as you need.

UPDATE SHELTER POPULATION

✧ Using the main view or one of the many Shelter Views, locate the Shelter you would like to do a Population Update for

✧ Double-Click the Shelter you want to do a ôPopulation Updateô on

✧ Scroll to the bottom of the Shelter Form

✧ In the ôShelterô portion of the form, you will see a ôUpdate Populationô button

- Click the ôUpdate Populationô button
- You will then see the ôPopulation Updateô form
  - ôDate/Timeô are automatically completed for you
  - ôPopulationô ï enter the current population number
  - ôEntered Byô will automatically be populated with your Lotus user id information for you.
- Click ôSaveô
- Click ôCloseô
- You will now see the Shelter Location Form
- Click ôCloseô
- Hit the ôF9ô button on your keyboard to refresh the screen
  - Note, all of the shelter totals including Space Available and Current Population is automatically updated by the system
  - Once the Incident is over and there are no longer people in the shelter it is important to remember to Update the Population to zero.

MAP LOCATION

- Double-click on the Location that you would like to see on a map
- Click on the ôMap Locationô drop-down list located on the Action Bar
  - Note, based on what Physical Address information that was provided for the location and the accuracy of the information, you will have the following mapping options: ôMap by Addressô, ôMap by Lat & Longô, ôMap by City & Stateô, or ôMap by Zip Codeô
    - After you make a selection you will see your location in Google Maps (the accuracy of the mapped location is dependant on the values entered into the form)

GIS Functionality

All of the Locations in the EMITS Locations database have fields for the Latitude and Longitude of the locations. This allows the GIS Specialist the ability to map all of the Locations when necessary. The Locations in the database can be mapped by any value collected in the database.

Section B

Fees

(Include in a separate sealed envelope marked "For Cost Phase Only")

The Fee Proposal must contain all pricing information relative to performing the services described in this RFP. **The Respondent shall attach a cover sheet that contains a fixed fee for the entire project. The Respondent should also give a fixed fee for each line item to be given pursuant to the RFP.** AEMA may choose to only request certain line items be performed based on availability of funding. **AEMA shall not be responsible for any expenses of the Respondent. The Respondent must include all expenses, including travel and lodging, in this Fee Proposal.**

It is expected that a **one** year contract will be negotiated. The Respondent shall invoice monthly or quarterly, in arrears.

Firm Fixed Fee Proposal:

Description	**Hours**	**Hourly Rate**	**Sub-Total**	**Total**
Labor:				
Total Staff Charges				
Out-of-Pocket Charges				
Other Charges*				
Total Firm Fixed Fee				

- Please describe Other Charges.

A total fixed fee should be provided for the entire project and a fixed fee proposal should be included for each line item described in this RFP.

AEMA reserves the right to modify the number and type of change requirements requested in this RFP in accordance to the established cost list in the submitted proposal and based on availability of funds.

Section C

Certification

Firm Name:____
Contact Person:____

By signing this Exhibit, I certify that I am authorized to bind the company, and that the following information is correct and true to the best of my knowledge.

Signature ______________________________________
Date ____

Item	Yes	No
The Respondent has been providing similar services as described in this RFP for five years.		
The Respondent will be qualified with the Secretary of State to conduct business in the State of Alabama, if selected.		
The Respondent is organized in the State of Alabama as a corporation, partnership, limited liability company or professional association and has maintained at least one retail outlet or service center for the product or service within the state for not less than one year prior to the Submission Deadline		
The Respondent covenants that it will have no interest, direct or indirect, that will conflict in any manner or degree with the performance of its contract services. The Respondent further covenants that, in the performance of the contract, the Respondent shall employ no person having any such known interests.		
The Respondent has a policy and practice of equal employment opportunity and non-discrimination based on age, race, creed, and/or gender.		
The Respondent attests that all workers providing the services described in this RFP are either citizens of the United States or are in proper and legal immigration status that authorizes them to be employed for pay within the United States		